

Instructions for the file layout of the Replacement Claim File for Upload

A web-based application is currently under construction for the submission of a CSV file with established information parameters in the Replacement Claim File for Upload Template. Please remember that the CSV file **must** be in the order proscribed in the data description file. It is important that the DOM Tax District Codes are maintained in their format and contained in this file submission. Variation from this format will cause the upload submission to fail. **This file should have a file name that starts with your DOM county code followed by an underscore, the word "ReplacementClaim" followed by an underscore and the date the file was generated as MMDDYY. This file name cannot exceed 40 characters. [For example: 01_dataelementsfile_091813]** If you have questions or concerns about this submission, please contact Susan Chambers at (515)281-3159.

Replacement Claim File for Upload

Order	STATUS from Auditor	FIELD NAME	DESCRIPTION	FORMAT	LENGTH	Validations
1	Required	Assessment Year	Assessment year - calendar starting January 1		4	
2	Required	DOM County Code	County Code	text string	2	Must be 01 - 99
3	Required	DOM Tax District Code	Assigned by DOM retained by county system. (Note: for purposes of this file exchange the tax district for the tax increment finance district base and increment shall be reported as two separate districts.)	Numeric	5	Valid if Tabled from DOM – mismatch causes a file reject
4	Required	Valuation Difference	The valuation differences as a result of commercial and industrial rollback, excluding the railroad rollback.	Numeric	15	Must be >= 0
5	Required	DOM Consolidated Levy Rate	DOM Consolidated Levy Rate for the DOM Tax District	Numeric	3.5	Valid if Tabled from DOM – mismatch causes a recalculation of Amount of Replacement Claim
6	Required	Amount of Replacement Claim	The amount of tax dollars based on the valuation difference divided by 1,000 and multiplied by the Consolidated Levy Rate for the Tax District	Dollar	15.2	Rounding to dollars and cents